

## DER/FAA INTERACTION TRACKING FORM

NAME: \_\_\_\_\_ DER #: \_\_\_\_\_  
(PRINT: Prefix, Last Name, First Name, Middle Name, Suffix)

TEL. #: \_\_\_\_\_ FAX #: \_\_\_\_\_

DESIGNATION(s): \_\_\_\_\_  
—  
(Structures, Systems, Propulsion, Adm., etc.)

ACTIVITY: FROM \_\_\_\_\_ TO \_\_\_\_\_

FAA ADVISOR Name: \_\_\_\_\_  
(PRINT)

ACO/BRANCH: \_\_\_\_\_

DER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROVIDE A **BRIEF** SUMMARY OF YOUR ACTIVITIES WHICH REQUIRED INTERACTION WITH FAA PERSONNEL IN THE FOLLOWING KEY AREAS. INCLUDE PROJECT DESCRIPTIONS, PRODUCT MODELS (AIRCRAFT, ENGINES, PROPELLER, EQUIPMENT, ETC.) AND/OR FAA PROJECT NUMBERS, YOUR SPECIFIC CONTRIBUTIONS TO EACH APPLICABLE INTERACTION, AND YOUR PRIMARY INDIVIDUAL FAA ENGINEERING CONTACTS.

**1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:**

**2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES (ISSUE PAPERS, EQUIVALENT SAFETY: (FINDINGS, SPECIAL CONDITIONS, EXEMPTIONS, ETC.)**

**3. REVIEW AND APPROVAL OF COMPLIANCE DATA:**

**4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:**

**5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATIONS:**  
(ACTIVITIES IN SUPPORT OF FAA FORM 337, REPAIR STATIONS, ETC.)

**6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:**

**7. PARTICIPATION IN TECHNICAL EXCHANGES: (MEETINGS AND TELECONS ON GENERAL TECHNICAL SUBJECTS)**

**8. PARTICIPATION IN FAA TRAINING/SEMINARS:**

**FOR FAA USE ONLY**

☐ ALL REQUIRED DER EVALUATION FORMS COMPLETED

☐ DER RENEWAL PROCESSED

ACO/BRANCH ADVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **PERFORMANCE ELEMENT DEFINITIONS**

### **1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:**

Indicate projects where you have identified applicable regulations and methods of compliance for a design or design change. Indicate programs that required you to provide program schedules which identified critical milestones leading to FAA certification. List FAA personnel, i.e., engineers, flight test pilots, inspectors, and other FAA designees where communications took place in the course of this activity. Note: Detail project information is not required.

### **2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES:**

For the certification projects in which you have participated, describe your work with the FAA in identifying certification related areas of new technology, areas where compliance methodology may have been new or controversial, or areas where existing regulations or policy were inadequate. Identify Issue Papers that resulted from your efforts and your contribution to the resolution of those issues.

### **3. REVIEW AND APPROVAL OF COMPLIANCE DATA:**

Describe, in detail, your activities in reviewing and approving (or recommending for approval) compliance data. Compliance data consists of both type design data and type certification data. Type design data includes drawings, specifications, and other data which defines the product. Type certification data includes test plans, test reports, analyses, or other data used to demonstrate compliance with the applicable FARs. Note: Do not describe design details that may be considered proprietary by the applicant.

### **4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:**

Describe your project management/administration activities. Describe how you insured effective coordination between the applicant and the FAA, and how you facilitated certification program activities (e.g., the submittal of compliance data, and the scheduling of conformities, testing, compliance inspections, etc.).

### **5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATIONS:**

Indicate your coordination activities with the FAA in approving repair or alteration data, especially on critical or life-limited parts. Describe when the coordination occurred, how the appropriate regulations were identified to the FAA, and the nature of supporting substantiating data.

### **6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:**

Describe your DER role in identifying and/or resolving specific significant service difficulties. Be sure to identify key FAA contacts and any service information that resulted from your efforts.

### **7. PARTICIPATION IN TECHNICAL EXCHANGES:**

Please describe important DER/FAA technical exchanges in which you have participated, such as general technical meetings with FAA specialists or management, and discussions with FAA specialists concerning technical issues related to your delegation. Note: Do not describe design details that may be considered proprietary by the applicant.

### **8. PARTICIPATION IN FAA TRAINING AND/OR SEMINARS:**

Describe the FAA sponsored technical conferences, seminars, workshops, and presentations you have attended within this appointment period relating to your DER authorization.